

# BUILDING DEVELOPMENT COMMISSION

## Minutes of March 20, 2018 Meeting

Chair, Jonathan Bahr, opened the Building Development Commission (BDC) meeting at 3:03 p.m. on Tuesday, March 20, 2018.

**Present:** Jonathan Bahr, Glenn Berry, Travis Haston, Rodney Kiser, Terry Knotts, Melanie Coyne, Tom Brasse, Andrew Kennedy, Ben Simpson, Michael Stephenson and Paul Stefano

**Absent:** John Taylor

### 1. MINUTES APPROVED

Jonathan Bahr made the motion to approve the minutes from the February 20<sup>th</sup> Building Development Commission Meeting seconded by Travis Haston. The motion passed unanimously.

### 2. BDC MEMBER ISSUES AND INDUSTRY ASSOCIATION ISSUES

No BDC Member or industry association issues.

### 3. PUBLIC ATTENDEES

No public attendee issues.

### 4. FY19 Proposed Budget

Patrick Granson reviewed the revenue projections, permits and other revenue. He discussed the FY18 and FY19 expense summary budget comparison. Mr. Granson went on to review the FY19 and FY18 technology budget as well as our current revenue status through February 28<sup>th</sup> 2018. The FY19 revenue forecast strategy; straight-line vs. monthly average were the last discussion points. Listed below are budget slides discussed in the March meeting.

## Revenue Projection Permit/Other Fees

Revenue Category - FY2019	Amount	Revenue Category - FY2018	Amount
Permit Fees	\$ 27,261,586	Permit Fees	\$ 26,068,154
<b>Other revenue</b>		<b>Other revenue</b>	
•Com'l Express review	\$ 328,200	•Com'l Express review	\$ 293,872
•Com'l 3 <sup>rd</sup> review charges	\$ 32,018	•Com'l 3 <sup>rd</sup> review charges	\$ 25,147
•Com'l Mega Team	\$ 486,807	•Com'l Mega Team	\$ 604,935
•Com'l other; RTAP & other chrgs	\$ 1,879,313	•Com'l other; RTAP & other chrgs	\$ 1,323,700
•Com'l Misc (cancel, Daycare, etc.)	\$ -	•Com'l Misc (cancel, Daycare, etc.)	\$ 900
•Document Control	\$ 712,569	•Document Control	\$ 663,607
•Revenue Collection	\$ 126,043	•Revenue Collection	\$ 172,605
•Bld. Insp; MECK SI, OTI, IBA	\$ 564,502	•Bld. Insp; MECK SI, OTI, IBA	\$ 597,478
•3 <sup>rd</sup> Party	\$ -	•3 <sup>rd</sup> Party	\$ 100,000
•ABC Inspections	\$ 37,217	•ABC Inspections	\$ 33,150
•MCFM added permits	\$ 162,591	•MCFM added permits	\$ 136,327
•Subtotal other revenue	\$ 4,329,260	•Subtotal other revenue	\$ 3,951,721
<b>Total FY19 Revenue Projection</b>	<b>\$ 31,590,846</b>	<b>Total FY18 Revenue Projection</b>	<b>\$ 30,019,875</b>

Note: other non-permit revenue to include \$75,740 for MCFM trainer

## Expense Summary Budget Comparison

Expense Summary - FY2019	Amount	Expense Summary - FY2018	Amount	Difference between FY 18 & 19 Budget Summary Comparison
4000- Personnel Services	\$ 26,718,991	4000- Personnel Services	\$ 25,393,091	
5000- Contractual Services	\$ 1,658,416	5000- Contractual Services	\$ 1,782,883	<b>Personnel Services 4000's:</b> Up 1.3M from FY18 • Include 3% raise (shows up as 37K diff) • OT @ 583K (flat from FY18) • PTE @ 151K (up 23k from FY18) • Other 4000 act (FICA, etc. up 36k)
6000- Commodities	\$ 603,200	6000- Commodities	\$ 646,444	<b>Contractual Services 5000's:</b> down 124k • Telephone down 18k • Maint, tech, support down 39k • Training down 12k • Printing 4k • Legal down 5k • Temp labor down 46k
8000- Internal Services	\$ 2,370,795	8000- Internal Services	\$ 2,273,197	<b>Commodities 6000's:</b> down 43k • Dues & subscr. down 4k • Field equip. Down 4k • Uniforms down 10k • iPad repl. down 8k • NON Cap Asset down 10k (FMO radio) county purchased
9000- Fixed Assets	\$ 315,178	9000- Fixed Assets	\$ -	<b>Internal Services 8000's:</b> overhead up 93k <b>Fixed Assets 9000's:</b> FY19 replacement vehicle purchase
<b>Total FY19 Expense Summary</b>	<b>\$ 31,666,580</b>	<b>Total FY18 Expense Summary</b>	<b>\$ 30,095,615</b>	

Note: Total increase of \$1,570,965 from FY18

## Technology, Maintenance & Support

Tech, Maint/Support - FY2019	Amount	Tech, Maint/Support - FY2018	Amount
Tech Maint.& Support	\$ 525,473	Tech Maint.& Support	\$ 564,528
Winchester Enhancements	\$ 55,000	Winchester Enhancements	\$ 55,000
Appendix B	\$ 40,000	Appendix B	\$ 40,000
<b>Total FY19 Technology</b>	<b>\$ 620,473</b>	<b>Total FY18 Technology</b>	<b>\$ 659,528</b>

IPad replacement is included in commodities (6075)

## Permit revenue status- FY2018

Thru February 28, 2018 (8 months) permit revenue status

FY18 projection \$17,378,768

FY18 collected \$18,398,694

So, at 2/28/18, YTD revenue is ahead by \$1,019,924 or 6%.

Currently avg \$2.2million a month

### FY19 gross revenue could look like this

Assumes no changes in fee

**1. Minimum;** if FY18 only hits revenue projection in remainder of FY18

- Bldg. permit revenue; \$18,398,694 + 4 mos. @ \$2,172,346 = \$8,689,384 = \$27,088,078  
.....2.17M/month (straight line)
- Other revenue; \$2,990,187 + 4 mos. @ \$329,310 = 1,317,240 = 4,307,427
- Total FY19 minimum predicted gross revenue .....\$31,395,505

**1. Maximum;** if FY18 monthly YTD average continues end of FY18

- Bldg. permit revenue;.....\$18,398,694 /8 x 12 = 27,598,041  
.....or 2.299M/month
- Other revenue.....\$2,990,187 /8 x 12 = \$4,485,281
- Total FY19 predicted gross revenue ..... \$32,083,332

Based on FY 19 Proposed budget of \$31,666,580 straight line would be \$2,638,881

Assuming Other revenue at \$4,329,255– Permit Revenue = \$27,337,325

Permit Straight line would need to be \$2,278,110

Currently at 2.2/month

### Motion for the FY19 Budget Proposal:

*Jonathan Bahr made a motion that the Building Development Commission support the Code Enforcement proposed FY19 budget proposal, including an expense and revenue level of \$31,666,580 supporting 272 FTE's, with sources of expense and revenue as described in the March 20th 2018 BDC meeting. Glenn Berry seconded the motion. The motion to approve the FY19 Budget passed unanimously.*

## 5. Adjournment

The March 20<sup>th</sup> meeting of the Building Development Commission adjourned at 3:59 p.m. The next meeting of the Building Development Commission is scheduled for Tuesday, April 16<sup>th</sup>, 2018.